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E2-L-5471

Personnel 7
X-04779

19 January 1955

MEMORANDUM FOR: Deputy Director (Administration)

ATTENTION : Chief, Management Staff

SUBJECT : Classification Changes in T/O of Inspector
General Staff

1. The following position title and grade changes in the Table of Organization for the Inspector General Staff are submitted for your approval:

	<u>From</u>	<u>To</u>
2 Secy-Steno	GS-0318.01-06	2 Secy-Steno GS-0318.01-07
1 Clerk Steno	GS-0312.01-05	1 Secy-Steno GS-0318.01-07
1 Info Control Clk	GS-0305.13-05	1 Secy-Steno GS-0318.01-07

2. Because of the nature of their duties the officers of the staff are absent from their offices a great deal of the time and the secretaries must be able to run the offices with little supervision, in addition to the other secretarial duties normally required. All of the present incumbents qualify for GS-7 positions, and the high-level caliber of the Assistants to the IG warrants having secretaries of this grade.

Lyman B. Kirkpatrick
Inspector General

DD/A Subject

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No Change in Class.	X
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